

# **Instructions for Administering the 2002 Iowa Youth Survey**

To be administered between  
**September 23 to October 4, 2002**  
to Iowa's Public, Private, and Alternative School Students  
in Grades 6, 8, and 11

## **2002 Iowa Youth Survey Sponsoring Agencies**

### **Iowa Department of Public Health**

Division of Health Promotion, Prevention, and Addictive Behaviors

### **Iowa Department of Education**

Division of Early Childhood, Elementary, and Secondary Education

### **Iowa Department of Human Rights**

Division of Criminal and Juvenile Justice Planning

### **Governor's Office on Drug Control Policy**

### **Iowa Workforce Development**



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# Introduction

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## What is the Iowa Youth Survey?

### Description and History

The Iowa Youth Survey (IYS) is a measure administered triennially to Iowa's 6<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> grade students to determine their attitudes and behaviors related to the use of alcohol, tobacco and other drugs, and violent and disruptive behavior (ATOD). The survey also includes information on the students' perceptions of the factors in their lives that either put them at risk for problem behavior or that protect them from developing such behavior. Among the protective factors addressed are students' perceptions of the culture and climate of their schools.

The IYS has been administered triennially since the 1980's. Changes in its form and scope are reflective of changes in our needs for the information it yields, in laws that govern its administration, and in new knowledge in the field of prevention science.

The most recent change in the IYS occurred in 1999, when oversight for administration was transferred from the Department of Education to the Department of Public Health. The effort then became collaborative. At that time, the Iowa Consortium for Substance Abuse Research and Evaluation redesigned the instrument. The 2002 survey will represent the collaborative efforts of the Iowa Departments of Public Health, Education, Human Rights, Governor's Office on Drug Control Policy, and Iowa Workforce Development.

In order to ensure that they survey results truly represent the populations of students in a school district, community, region, or the state, and to permit these entities to examine results over time and against other comparable entities, the survey is administered on a census basis. This means surveying all students at the designated grade levels and, to the extent possible, all school districts in the state. Whenever a district does not participate, that district must rely on county results for information, which may or may not represent its own student population.

Results are disaggregated in multiple ways to meet the multiple needs of educators and community professionals: school districts, AEA's, judicial districts, de-categorization regions, and prevention regions.

## What is the Iowa Youth Survey?

### What's New in 2002?

- Very minor changes will be made to the content of the survey, with four additional questions for Iowa Workforce Development. The grade levels for administration of the survey will not be changed in 2002. *This will permit comparisons* between the data for 2002 with the Iowa Youth Survey data obtained in 1999.
- Local Public Health prevention programs and SAFE programs are willing to offer their assistance in all aspects of Iowa Youth Survey preparation and administration, upon request by the local school district.
- Potentially, a greater number of students will be taking the survey in 2002, which will mean better data.

# Introduction

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## Why is the 2002 Survey Important?

### Benefits of the Iowa Youth Survey

- **To create a valid and reliable source of data** for school districts and their communities about students' attitudes and behaviors related to use of alcohol, tobacco and other drugs, violent and disruptive behavior, and the risk and protective factors that affect these attitudes and behaviors.
- **To collect data for identifying and prioritizing needs of students** in the area of healthy personal-social development for a school district's Comprehensive School Improvement Plan (CSIP) and for community plans.
- **To obtain data that can be used for planning:**
  1. to address a district's Student Learning Goals,
  2. to develop measurable Long Range and Annual Improvement Goals, and
  3. to select strategies to meeting those goals.
- **To monitor, across time,** the impact of your district's and community's programs and services on the student needs they are intended to address. And, to inform decisions about what programs and strategies are working, need modifying, or need to be changed.
- **To determine how a district's student population compares** to that of others in its county, AEA, and the state, in the areas measured by the IYS.
- **To have a meaningful source of information about students** that can serve as a basis for conversation among educators, students, parents, school board members, community agency professionals, and the general public.
- **Many community groups rely on the results** of the Iowa Youth Survey for accessing competitive grant money offered by various state and federal agencies. It provides local data.

## Is Participation Required?

### Participation is Voluntary

Participation of school districts, as well as their students, is voluntary. However, to meet reporting requirements for a variety of federal and state programs and funding streams, school districts and community agencies are required to report reliable, valid incidence and prevalence figures on the attitudes and behaviors related to Alcohol, Tobacco, and Other Drugs (ATOD) and violent and disruptive behavior, and other areas of person-social development. The IYS will usually fulfill that requirement at minimal cost to a district. In addition, the IYS can provide valuable information for delivery of cost-effective programming.

### What is the cost?

There is no cost to districts for survey protocols, data analysis, and reports of results. The *only costs* will be those incurred in mailing parent notification letters, in postage for returning protocols for analysis, and in staff time to administer the surveys. Any expenses incurred may be covered by funds such as those from Safe and Drug-Free Schools and Success<sup>4</sup>.

# Expectations

## Who is Responsible?

If you have questions related to *survey content, distribution, collection, or reports* contact:

**Mark McMahon**

Iowa Department of Public Health  
Lucas State Office Building, 4th Floor  
321 East 12th Street  
Des Moines, IA 50319

PH: 515-281-8465

FAX: 515-281-4535

E-Mail: [mmcmahon@idph.state.ia.us](mailto:mmcmahon@idph.state.ia.us)

or

**Janet Zwick, Director**

Iowa Department of Public Health  
Division for Health Promotion, Prevention,  
and Addictive Behaviors

PH: 515-281-4417

E-Mail: [jzwick@idph.state.ia.us](mailto:jzwick@idph.state.ia.us)

For information pertaining to *participation, training, and survey administration* visit:

The Iowa Youth Survey Website at:

<http://www.state.ia.us/educate/ecese/cfcs/iys/index.html>

or

<http://www.state.ia.us/educate/>

or

Prior to May 30, 2002:

**Ron Mirr**

The Higher Plain, Inc.  
[higherplain@mchsi.com](mailto:higherplain@mchsi.com)

## State Coordination

### Iowa Department of Public Health

- Complete minor changes to the Iowa Youth Survey, including the addition of four questions for Iowa Workforce Development, and print copies.
- By the *first week in August*, provide a copy of the 2002 Iowa Youth Survey on the Department of Education website for school districts to download and share with parents who request to see it following receipt of the Passive Consent Letter.
- Respond to school district or parent questions/concerns about the survey content or other information.
- By the *first of September*, mail out the 2002 Iowa Youth Survey to all school districts participating in the survey. The material will include a large folder for collecting the surveys when completed by the students, so that students can be assured of privacy and confidentiality.
- Collect Iowa Youth Surveys returned by school districts by October 18th, then input the data and prepare it for analysis.

### The Higher Plain, Inc.

- Register public and private students including students in alternative programs to participate in the Iowa Youth Survey, identify School IYS Coordinators, and determine census numbers for each district's 6th, 8th and 11th graders, including alternative school students, by June 15<sup>th</sup>.
- Train School IYS Coordinators and other agency volunteers in survey administration by holding regional trainings for each AEA by May 30<sup>th</sup>.

### Area Education Agency (AEA) Coordinators (Voluntary)

- May volunteer to co-host the IYS Administration Trainings, and familiarize themselves with the survey administration process, so that schools with questions can be directed to the right resource.
- May alert AEA building-based staff about the timelines of the survey and suggest how they might assist in districts/buildings.



## Who is Responsible?

### Local Community Coordination

#### Community Partners (Voluntary)

- May volunteer to assist in any or all aspects of survey administration.
- May share educational or other resources with the school district for followup with students who have taken the survey.

#### Public, Private, & Alternative School IYS Coordinators

- Assure that the school conducts a census-level (all students) survey of 6<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> graders in the district, and that alternative school students are surveyed by corresponding age rather than grade.
- Assure that administration of the survey includes special education populations in the district. Any student developmentally able should take the survey. Assure that accommodations have been made for students who need assistance.
- Determine the date (between September 23 and October 4, 2002) and time period (45-60 minutes) of survey administration and the classrooms in which the survey will be given.
- Assure that the school district mails the *approved Passive Consent Letter* to all parents of 6<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> graders, as well as alternative or special education students of the corresponding age, by August 28<sup>th</sup>.
- Download a survey copy from the internet and have it available in the school building offices for parents to preview from August 28<sup>th</sup> through September 13<sup>th</sup>.
- Compile a list of those students who do not wish to participate, or whose parents do not wish them to participate.
- Coordinate who will be administering the survey in each classroom, and involve community agency volunteers where appropriate. Assure that they have been trained in how to administer the survey.
- Provide a neutral area for those students who will not be participating in the survey, *have a means to confirm that those students are in the designated area* and not made to feel ostracized.
- Collect all surveys, whether or not successfully completed or damaged, and mail them to the Iowa Workforce Development by October 18<sup>th</sup>.

If you have questions related to *survey content, school legalities, and school related concerns* contact:

**Linda Miller, Consultant**

Iowa Department of Education  
Division of Early Childhood, Elementary, and  
Secondary Education  
Grimes State Office Building  
Des Moines, IA 50319

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Fax: 515-242-6019

E-mail: [Linda.Miller@ed.state.ia.us](mailto:Linda.Miller@ed.state.ia.us)

# Expectations

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## What is the Timeline?

### Checklist: What by When

#### From April – May, 2002:

- ☐ Identify a School District Iowa Youth Survey (IYS) Coordinator and encourage him/her to attend training on administration of the survey, provided by Higher Plain, Inc. The district coordinator will coordinate the administration of the survey, collect surveys, and return them to the Iowa Workforce Development.
- ☐ School District IYS Coordinator *may attend* one of the scheduled trainings for IYS Coordinators, in each of the AEA regions, led by Ron Mirr or Beth Larsen, of The Higher Plain, Inc. The schedule is posted on the Iowa Department of Education website: <http://www.state.ia.us/educate/ecese/cfcs/iys/survey/index.html>
- ☐ District Coordinator has the opportunity to connect with community partners who use the data from the Iowa Youth Survey, seeking their assistance in helping the school district with the logistics of survey administration.

#### By the last week in August:

- ☐ School district sends a letter by U.S. mail informing parents of 6<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> grade students, and alternative school students (of the same age) of the student's potential participation in the Iowa Youth Survey.
- ☐ Provide a sample of the 2002 Iowa Youth Survey, in each building in the school district where the survey will be given, for parents to review upon request. You can download a copy from the internet at: <http://www.state.ia.us/educate/ecese/cfcs/iys/index.html>
- ☐ Identify a specific day and a one-hour period during that day when students will be administered the survey. The window of time for administration of the test is September 23 through October 4, 2002.
- ☐ Determine a neutral activity or place to study for students who will not be participating in the survey.

## What is the Timeline?

### Checklist: What by When

**Between September 23 to October 4, 2002:**

- ☐ Administer the Iowa Youth Survey to all 6<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> graders and alternative school students whose parents/guardians have given their consent for participation by not returning the “Refusal to Participate” form.
- ☐ Confirm that all students whose parents/guardians returned the “Refusal to Participate” form are respectfully convened in the appropriate neutral area during the hour of survey administration.
- ☐ School IYS Coordinator collects all surveys whether or not they were used. Mark surveys that were damaged, by writing “damaged” across the front of the survey. Complete the Final Census Information Form (see page 24) to be returned with the surveys.

**By no later than October 18, 2002:**

- ☐ School IYS Coordinator, in collaboration with community partners, returns all surveys, whether or not they were successfully completed or damaged, carefully packed in the boxes in which they were shipped, including the Final Census Information Form.
- ☐ Address the boxes to:  
Iowa Workforce Development  
Workforce Research Bureau  
1000 East Grand St.  
Des Moines, IA 50319

**Spring, 2003:**

- ☐ Iowa Youth Survey reports will be made available to school districts. Following that, AEA, state, county, and other regional reports will be completed.

For assistance with using the Iowa Youth Survey data in a planning process for school improvement contact The Higher Plain, Inc.:

**Ron Mirr, M.S.W.**

[higherplain@mchsi.com](mailto:higherplain@mchsi.com)

or

**Beth Larsen, M.S.W., L.I.S.W.**

[beth-larsen@mchsi.com](mailto:beth-larsen@mchsi.com)

# Expectations

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## What are the Rights of Parents?

This is the most up-to date information on the new amendments passed in the *No Child Left Behind Act*.

*The No Child Left Behind Act* contains a major amendment to the Protection of Pupil Rights Amendment (PPRA) that gives parents more rights with regard to the surveying of minor students, the collection of information from students for marketing purposes, and certain non-emergency medical examinations.

For more information:

<http://www.ed.gov/offices/OESE/esea/>

### Protection of Pupil Rights Amendment (PPRA)

As it relates to the Iowa Youth Survey, the following information is critical to note regarding how to inform parents about the 2002 survey.

#### Sec. 1061 Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors

##### U.S. Department of Education Surveys

Subsection (a) of the legislation was not changed. However, changes were made to Subsection (b). For surveys funded in whole or part by any program administered by the U.S. Department of Education, PPRA provides:

- that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- that schools and contractors obtain prior written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. political affiliations or beliefs of the student or the student's parent;
  2. mental and psychological problems of the student or the student's family;
  3. sex behavior or attitudes;
  4. illegal, anti-social, self-incriminating, or demeaning behavior;
  5. critical appraisals of other individuals with whom respondents have close family relationships;
  6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  7. religious practices, affiliations, or beliefs of the student or student's parent; or
  8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## What are the Rights of Parents?

### Protection of Pupil Rights Amendment (PPRA)

#### Surveys Funded by Sources Other Than U.S. Department of Education

The new provisions (contained in subsection c) apply (as does FERPA) to educational agencies or institutions that receive funds from *any* program of the Department of Education. Thus, public elementary and secondary schools are subject to the new provisions of PPRA.

Here are the *new requirements that specifically pertain to administration of the Iowa Youth Survey*:

- Schools are required to develop and adopt policies—in conjunction with parents—regarding the following:
  1. The right of parents to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to students.
  2. Arrangements to protect student privacy in the event of the administration of a survey to students, including the right of parents to inspect, upon request, the survey, if the survey contains one or more of the same eight items of information listed on the previous page. . . .
- Local educational agencies (LEA) must *directly* notify parents of these policies and, *at a minimum*, shall provide the notice *at least annually, at the beginning of the school year*. The LEA must also notify parents, within a reasonable period of time, if any substantive changes is made to the policies.
- In notification, the LEA shall offer an opportunity for parents to opt out of (remove their child) from participation in the following activities: . . .
  2. The administration of any third party (non Department of Education funded) survey containing one or more of the eight items of information described on the previous page. . . .
- In the notification, the LEA shall notify parents the specific or approximate dates during the school year when these activities are scheduled.

On pages 20 - 21 of this manual, you will find *the approved letter to parents, required* by the Attorney General of Iowa, to be used by school districts participating in the Iowa Youth Survey. The letter notifies parents of the time period in which the 2002 Iowa Youth Survey will be administered and where they can review a copy of the survey, contains information about the survey and its contents, as well as a *Refusal to Participate* form.

# Steps for Administration

## Step 1: How Can We Prepare?

### General Reminders

- This survey is to be given to all students in 6<sup>th</sup>, 8<sup>th</sup>, 11<sup>th</sup> grade and alternative programs (ages 14-18) on the survey day chosen by the school district. Special education programs are to be included if students are developmentally able to respond to questions.
- If you have students who meet the above criteria and have reading disabilities or need translation assistance to Spanish or another language, *they can be assisted by your staff*. In order to protect confidentiality, such students should be combined with similar students and a member of your staff could then read (including translation to a native language) the questions and responses and provide instructions on how to mark the answer schedule. *Extra help will certainly mean extra time for completion of the survey.* We encourage you to include the special assistance and complete as much of the survey as possible in the allotted time.
- Students who, in your judgement are not developmentally able to comprehend or complete the survey should be excused from any attempt to complete the survey.
- Any students whose parent(s)/guardian(s) signed a "Refusal to Participate" *must not* be present in the classroom and must be provided a neutral activity that is neither punishing nor rewarding.

### Preparation Checklist

By the last week in August (Check box when completed.)

- ☐ Send the *approved Passive Consent Letter*, by U.S. mail, informing parents of 6<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> grade students, and alternative or special education students (of the corresponding age) of the student's pending participation in the Iowa Youth Survey.
- ☐ Provide a sample of the 2002 Iowa Youth Survey in the school district office for parents to review upon request through September 13th.
- ☐ Identify a 45 to 60 minute class period during the day when the designated groups of students will be administered the survey—between September 23 and October 4, 2002.
- ☐ Invite community agencies, benefitting from Iowa Youth Survey data, to volunteer staff to assist with some aspect of the survey administration process.
- ☐ Determine a neutral activity or place to study for students who will not be participating in the survey, that does not have them feel ostracized.
- ☐ Determine who will be administering the survey in each classroom and schedule a date to train them prior to the day of the survey.

# Steps for Administration

## Step 1: How Can We Prepare?

### Preparation Checklist

**Prior to September 23rd:** (Check box when completed.)

- ☐ Compile a list of those students who do not wish to participate, or whose parents do not wish them to participate. Use the list to check attendance on the day of the survey.
- ☐ Train Classroom Iowa Youth Survey Facilitators. Make copies of the Classroom Facilitator's Checklist (p.16-17) for each person to use on the day of the survey. *This training is critical.* It is very important that all facilitators follow the exact same procedures, reading the exact same instructions to students, otherwise the data will not be reliable statewide.
- ☐ Confirm receipt of the 2002 Iowa Youth Survey materials and that the numbers are accurate and that there are extra answer sheets. Materials will include a large envelope for collecting the surveys when completed by the students, so that students can be assured of privacy and confidentiality. Your surveys will arrive with return shipping labels that will need to be put on the boxes when you return them to the scanning division of Iowa Workforce Development. Please return the surveys in the boxes in which they were shipped to avoid damage that could prevent the successful scanning of the documents. If your district documents do not scan well, you could lose data that would make your reports less than representative.

**Between September 23 to October 4, 2002:** (Check box when completed.)

- ☐ Administer the Iowa Youth Survey to all 6<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> graders, alternative school and special education students whose parents/guardians have given their consent for participation by **not** returning the *Refusal to Participate* form.
- ☐ Confirm that all students whose parents/guardians who returned the "Refusal to Participate" form are respectfully convened in the appropriate neutral area during the hour of survey administration.

### **Alert!**

The survey must be strictly voluntary or the passive consent permission is not legal. Students may opt to change their mind the day of the survey, or may stop taking the survey at any time during the process.

# Steps for Administration

## Step 2: How Shall We Monitor?

### General Reminders

- The survey must be strictly voluntary or the passive consent permission is not legal. Students may opt to change their mind the day of the survey, or may stop taking the survey at *anytime* during the process.
- No survey question is required to be answered.
- In order to provide for confidentiality, select a place in the room where students can bring their survey when they finish and place it somewhere in the pile of surveys upside down. Please station yourself away from the collection point, so you are not there to look over the surveys.
- It is very important that all facilitators follow the *exact same procedures*, reading the *exact same instructions* to students, otherwise the data will not be reliable statewide.
- When reading instructions to students, speak slowly and clearly, checking to make sure every child understands what to do and how important it is to take this survey seriously.

### Classroom Facilitator's Checklist

Read *exactly* the following statements to students you are monitoring:

- ☐ “The answers to your 2002 Iowa Youth Survey will be anonymously added to the answers of over 100,000 other Iowa students in 6<sup>th</sup>, 8<sup>th</sup>, 11<sup>th</sup> grades and alternative classes. The state offices of government that make decisions about programs for Iowa's youth need to know what you are thinking, feeling, and doing in your daily life in your school, home, and community.”
- ☐ “This survey is your chance to tell adults across the state what life is really like for you and what you think Iowa's youth really need to be positive and happy. Please take the time to answer the questions carefully and as honestly as you can. Thank you in advance for your help with this important survey.”
- ☐ “Some of the questions ask for sensitive information about you. You do not have to answer any of the questions on this survey that make you feel uncomfortable. You may tell the survey monitor you want to end your participation at any time.”
- ☐ “The survey information will be most helpful to your community if you can be truthful. **Remember:** your name is *not* on this survey, so no one will know how you answer the questions.”

**Pass out the booklets and #2 pencils at this point, then give the following instructions to the students prior to starting:**

- ☐ “The directions for marking the score sheet are on the front page of the booklet. *Please read the directions before you begin.* It is important to use a number two pencil, please let me know if you need one.”
- ☐ “When answering question #2 on page 2, “*In what grade of school are you?*” mark your grade level.”  
Note exceptions when appropriate: Alternative classes mark “ungraded”  
Special education classes mark “other”
- ☐ “I have written the name of *our county* on the board.” (Tell students where to fill it in properly on the survey.)
- ☐ “When you are finished, please put your completed survey \_\_\_\_ (location in the room), so that no one can see your answers. Please be careful not to bend or fold the surveys in any way.”



# Steps for Administration

## Step 2: How Shall We Monitor?

### Classroom Facilitator's Checklist

#### While students are completing the survey:

- ☐ Please monitor carefully so students don't have opportunities to make marks on the survey which will interfere with the ability to scan it. If someone makes a big mistake in marking, there should be extra booklets in your packet.
- ☐ If you notice any students who seem distressed by the survey, notify the school counselor after the test period is over. And, *keep that information confidential.*

#### When all students are finished and have placed their completed survey in the confidential envelope:

- ☐ Seal the envelope in view of the students. Thank them again for their participation.
- ☐ If there are any damaged surveys, please mark them "damaged" on the front page of the booklet or score sheet.
- ☐ Take the surveys to the main collection area.
- ☐ Return all surveys (used, damaged, or unused) to the survey coordinator for your building.
- ☐ Complete the following information and give it to the survey coordinator for your building:

1. Number of surveys given to you.	
2. Number of students surveyed.	
3. Number of surveys damaged, if any.	

#### Standardized Administration of the Iowa Youth Survey will mean better, more reliable data:

- To insure the quality of the data collected by the Iowa Youth Survey, it is very important that the survey is given to all students on the same day, at the same time, and that each facilitator give the exact same instructions to students.
- It is important to convey to students the importance of the survey, so that they will take it seriously. Your attitude about the survey will affect theirs.

# Steps for Administration

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## Step 3: What is the Return Process?

### General Reminders

- Please return all surveys whether or not they were used. If surveys were damaged, please write “damaged” across the front of the survey and send them back. All of the surveys for your district are litho-coded with individual numbers that will tell us which district the survey came from. In order to protect confidentiality, this is the only way we will know which surveys belong to your district.
- Send back blank and damaged surveys as well as those successfully used.

### Completion Checklist

#### On the Day of the Survey:

- ☐ Collect all surveys, whether or not successfully completed or damaged.
- ☐ Tally the following information from each of the Classroom Facilitators and fill out the Final Census Information Form (p.24):
  1. Number of surveys in the packet.
  2. Number of students surveyed.
  3. Number of surveys damaged, if any.
- ☐ Handle the survey materials carefully and pack them with care in the boxes in which they were received. If any boxes are not completely filled, add crumpled paper to avoid shifting and possible damage to the score sheets during shipment.
- ☐ Make sure that the Final Census Information Form, found on page 23 of this manual, is included.

### Shipping Return Information

- ☐ Return your surveys to the Iowa Workforce Development no later than October 18<sup>th</sup>. We may not be able to guarantee timely reports without your commitment to return the surveys by that date.
- ☐ Address the boxes to:  
Iowa Workforce Development  
Workforce Research Bureau  
1000 East Grand St.  
Des Moines, IA 50319

# Steps for Administration

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## What are Potential Problems?

### Avoiding Problems

- Provide a reliable way to track students who do not wish to take the survey, or whose parents have returned the *Refusal to Participate* form, making sure that they don't do so inadvertently.
- Allow adequate time between parent receipt of the approved information letter and the survey date to give parents enough time to review the survey and have their questions/concerns answered.
- Assure that there is a private survey collection method used, so that students are assured that their answers will remain confidential.
- Conduct the survey within the timeframe requested. It is important that all students in the state answer the questions during the same timeframe, otherwise it will affect the validity of the data collected.
- Consider getting "active consent" from parents whose children will be receiving some kind of assistance to take the test, such as having the test read to them. That may help avoid upset parents after the fact.
- Sixth graders may have trouble with the reading level of the survey.
- Return the surveys according to the requested date, October 18<sup>th</sup>, otherwise there will be a major delay in scanning and getting the data ready for reports.

**Dear Parent/Legally Authorized Adult:**

Between September 23<sup>rd</sup> and October 4<sup>th</sup> of 2002, your child/children will be invited to join their 6<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> grade classmates in filling out the 2002 Iowa Youth Survey. Since 1975, students in Iowa have been filling out this questionnaire to provide information about their values, beliefs, attitudes, and activities. **Participation in the survey is anonymous and strictly voluntary, and no student is required to fill out the questionnaire.** The survey will take one class period, approximately 45 minutes, to complete.

**Purpose of the Survey:**

The 2002 Iowa Youth Survey is directed by the Iowa Department of Public Health, Division of Health Promotion, Prevention, and Addictive Behaviors (IDPH). It is also supported by the Iowa Departments of Education, Human Rights (CJJP), Governor's Office on Drug Control Policy, and Iowa Workforce Development. Your school district has signed up to administer the survey for 2002.

The purpose of the survey is to collect information about Iowa youth, so we can better understand their beliefs, values and decisions about what makes them feel secure, strong, and safe in their communities, schools, and families. In addition, information is collected about their ideas on alcohol, tobacco, drugs, sexual safety and violence prevention. The information collected will help the state planning agencies, our schools, and local community task forces put together valuable future programming. It is important to ask children to tell us what is good and working about their life in Iowa, and what needs improvement, in their eyes.

The Attorney General for the Iowa Department of Public Health (IDPH) has developed a plan for making sure that the survey is voluntary and has parent approval. This plan is called a "passive consent" procedure and it has three parts:

1. An Information Summary to give you the basic information about the survey. (Included here.)
2. An opportunity to read the survey questions before your child/children volunteer to answer the questions.
3. An opportunity for you to provide written refusal if you *do not* want your child/children to participate in such a survey.

**Part 1. The Information Summary*****Parental Rights:***

- You have the right and the responsibility to be informed about that which your child volunteers to participate in school.
- You have the right to receive accurate information, about the Iowa Youth Survey questionnaire, in order for you to make good decisions for your family.

***Iowa Youth Survey Content:***

Some of the areas on the questionnaire will have sensitive questions about tobacco, alcohol, illegal drugs, sexual activity opinions, and thoughts on violence and safety. It is important to remember that our school children do not live in identical environments. All children and families do not have the same beliefs, attitudes or values. Your child/children may make very different life choices than other children. If we are going to plan programming that keeps all children safe and connected to their families, schools and communities, we need to know what our Iowa children are thinking, saying and doing.

***Confidentiality:***

All information collected will be anonymous. Students will not put names or birth dates on the survey, and all questionnaires will be sealed immediately after they are completed. Information from the 6<sup>th</sup> graders will be added together and reported as a school district group. The same will be true for the 8<sup>th</sup>

and 11<sup>th</sup> graders. School districts will send the surveys to the Iowa Workforce Development without identifiers. Then the information will be scanned, combined and prepared for state and county reports.

**Compensation:**

There will be no compensation or reward for students participating in the survey.

**Voluntary:**

- All students in 6<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> grades will be invited to fill out the Iowa Youth Survey questionnaire. Students will have the right to refuse to answer any questions on the survey. If students decide they want to change their mind and quit answering the survey, during the survey, they may do so.
- If, as a parent or legally authorized representative, you do not want your child/children to participate, you may send the school the *Refusal to Consent* form provided in this letter, and your child/children will be provided a neutral activity during the survey class period. There is no penalty for anyone who decides not to participate.

**Risk:**

There is no direct risk involved in filling out the survey. Students may find some questions uncomfortable to answer. They may leave blank any question they do not wish to answer.

**Benefits:**

There will be no direct benefits to the students the day of the survey. The data collected throughout the state will provide schools and communities with the information they need to provide programs that will support schools, communities and families in keeping their children safe and hopeful about their future.

**Questions:**

Questions regarding the Iowa Youth Survey are encouraged. Please contact your school principal, AEA Safe and Drug Free Schools representative, Mark McMahon, at the Iowa Department of Public Health, 515-281-8465, or email: [mmcmahon@idph.state.ia.us](mailto:mmcmahon@idph.state.ia.us) or Janet Zwick's email: [jzwick@idph.state.ia.us](mailto:jzwick@idph.state.ia.us)

**Part 2: Reviewing the Survey**

A copy of the Iowa Youth Survey will be available to preview on the internet, or at the school building offices from the date of school registration in August through September 13, 2002. After reviewing it, you can decide whether or not your child/children will participate. The Department of Education website is: <http://www.state.ia.us/educate/ecese/cfcs/iys/index.html>

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Detach Part 3 and return to the school, if you refuse consent.

**Part 3: Refusal of Consent**

I have read the Information Summary provided. I understand that my child/children's participation in the survey is strictly *voluntary*. I also understand my right to review the survey at the District Administration Office from the date of school registration in August through September 13, 2002. I do not want my child/children listed below to participate in the 2002 Iowa Youth Survey. I understand that a neutral activity will be provided for them during the survey time and that there is no penalty for my family members not participating. I understand that this refusal of consent needs to be received by the district no later than September 13, 2002.

Names of child/children who *will not* participate in the 2002 Iowa Youth Survey:

Name _____	Grade _____
Name _____	Grade _____
Name _____	Grade _____
Name _____	Grade _____

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent or legally authorized representative)

## **Quick Reference: Who Can Help?**

For answers to general questions regarding the Iowa Youth Survey, final reports, or if your surveys have not arrived by September 6th contact:

Mark McMahon  
Iowa Department of Public Health  
PH: 515-281-8465  
FAX: 515-281-4535  
E-Mail: [mmcmahon@idph.state.ia.us](mailto:mmcmahon@idph.state.ia.us)

or

Janet Zwick, Director  
Iowa Department of Public Health  
Division for Health Promotion, Prevention, and Addictive Behaviors  
PH: 515-281-4417  
E-Mail: [jzwick@idph.state.ia.us](mailto:jzwick@idph.state.ia.us)

If you have questions related to school legalities, and school related concerns contact:

Linda Miller, Consultant  
Iowa Department of Education  
Division of Early Childhood, Elementary, and Secondary Education  
Ph: 515-281-4705  
Fax: 515-242-6019  
E-mail: [Linda.Miller@ed.state.ia.us](mailto:Linda.Miller@ed.state.ia.us)

After your district receives its report in the Spring of 2002, to receive assistance with using the Iowa Youth Survey data in a planning proces, contact:

Ron Mirr, M.S.W.  
[higherplain@mchsi.com](mailto:higherplain@mchsi.com)  
or  
Beth Larsen, M.S.W., L.I.S.W.  
[beth-larsen@mchsi.com](mailto:beth-larsen@mchsi.com)

**Thank you for your participation and commitment to listening to the voices of youth and helping the youth in your community.**

# Final Census Information Form

On the day that you send the surveys back to Iowa Workforce Development, please include the following information:

School District Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Date of Shipment to Iowa Workforce Development \_\_\_\_\_

Complete the table with your totals:

	Actual Census for 2002-2003 School Year	Actual Number of Students Surveyed on the Day of the Survey
6 <sup>th</sup> Grade		
8 <sup>th</sup> Grade		
11 <sup>th</sup> Grade		
Alternative Students		
Number of Unused Surveys Being Returned: _____		
Number of Damaged Surveys Being Returned: _____		

## MAIL SURVEYS AND THIS FORM TO:

Iowa Workforce Development  
Workforce Research Bureau  
1000 East Grand Street  
Des Moines, Iowa 50319